CPARS CONFIGURATION MANAGEMENT BOARD
Portsmouth, NH
November 28, 2006

0800   Welcoming Remarks – (Mr. Dennis Moran, NSLC)

0805   Introduction of Members and Guests – (All)

0815   Future CMB Direction and Makeup – (Mr. Mike Canales, DPAP (via phonecon on 11/27/06))
As of October 1, 2006, CPARS falls under the Business Transformation Agency (BTA) as DoD's enterprise solution for the collection of contractor performance information. With the move to the BTA, the membership of the CMB will change. The Board will now have one voting member from Army, Air Force, Navy, the U.S. Army Corps of Engineers, the Other Defense Agencies, the BTA, the Defense Procurement and Acquisition Policy (DPAP) Office, and the Naval Sea Logistics Center (NSLC). All voting members must be government employees. If a voting member is not present at a Board meeting, their vote will be forfeit. The Board will be co-chaired by BTA, DPAP, and NSLC. Voting members are encouraged to bring two functional and/or technical representatives to each meeting and may bring other representatives as needed to support agenda items. The Board will have cognizance over CPARS policy and automation, and will replace the DoD Past Performance IPT. ACTION: NSLC will revise the CMB Charter to reflect the changes to Board membership and will forward the updated Charter to the BTA and DPAP for signature.

0845   Army CPARS Implementation Status – (Mr. Berry Dunbar, CACI Support to DASA(P&P))
Training for the Army implementation will be accomplished both online and via six onsite training seminars. The CPARS online training schedule has been modified to add more classes in order to accommodate the Army, and information on how to register for the training has been forwarded to Army users in the field. CPARS onsite training for the Defense Information Systems Agency (DISA) has been completed. PPIMS records and user accounts will be transferred to CPARS, and the BTA has provided funding to the Army for the data mapping effort. The Army will also participate in testing of the interface to the Federal Procurement Data System – Next Generation (FPDS-NG).

0900   Break

0915   PPIRS Update – (Mr. Kevin Plante, NSLC)
The PPIRS Report Card (PPIRS-RC) module has been recoded in open source software (Apache Tomcat). The PPIRS-RC Configuration Management Board is in the process of being reestablished. An overview of the PPIRS Statistical Reporting (PPIRS-SR) module was provided. PPIRS-SR centralizes quality and delivery records from the Services and then runs the records through an algorithm to provide vendor quality and delivery ratings. A pilot test of PPIRS-SR was conducted and resulted in recommendation of

DoD-wide implementation via a three year deployment plan. Plans are to begin executing the deployment plan this fiscal year and to stand up a PPIRS-SR Configuration Management Board.

0930   Subcontractor Evaluations in ACASS/CCASS; Focus on Design-Build – (Mr. Harry Goradia, USACE, Ms. Marilyn Kells, USACE, Mr. Mike Canales, DPAP (via phonecon on 11/27/06))
The Board received a request from an industry representative to provide a separate evaluation of subcontractors on design-build construction contracts. The separate evaluation would be done in order to capture the architect's (subcontractor's) performance under the Government's contract with the construction contractor (prime) so that the architect firm would have performance evaluations available for use in future source selections. Due to the fact that there is no privity of contract between the Government and the subcontractor, the Board decided that a separate evaluation could not be written for the subcontractor. However, the prime's ability to manage the subcontractor and the subcontractor's contribution to the overall performance can be addressed within the context of the prime's evaluation. ACTION: The CCASS Policy Guide will be updated to note that subcontractors shall not be evaluated, even under design-build contracts. ACTION: A statement that subcontractors shall not be evaluated will be placed in the DoD CPARS Guide. ACTION: Mike Canales will provide the Board's response to the industry representative.

0945   Reservist Access to CPARS – (Ms. Heidi Johnson, SAF/AQCP, Mr. Mike Canales, DPAP (via phonecon on 11/27/06))
The Board was asked to address the question of allowing Reservists access to CPARS and PPIRS, particularly if the Reservist works for a Defense Contractor when not on active duty. The Board stated that such access is allowable only during the time that the Reservist is working for the Government, but cautioned that the Government must be careful to avoid even the appearance of a conflict of interest. The Board further noted that Reservist access must be promptly revoked when it is not longer needed, and that CPARS Focal Points and PPIRS Group Owners and Group Managers should scrub their user lists frequently to remove unneeded accounts. ACTION: A caution to avoid the appearance of a conflict of interest when granting Reservist access to CPARS will be included in the DoD CPARS Guide. ACTION: The policy on Reservist access to PPIRS will be included as a frequently asked question on the PPIRS web site. ACTION: The suggestion of automatically deleting PPIRS user accounts after a specified time period will be addressed to the PPIRS Configuration Management Board.

1000   Need for CPARS DD Forms – (Ms. Doreen Powell, NSLC, Mr. Mike Canales, DPAP (via phonecon on 11/27/06))
The Board had previously decided to delete the CPARS DD forms in order to simplify the application development process and to allow the CPARS data elements to be changed without going through the DD form revision process. ACTION: Mike will work with Heidi to go through the process to delete the DD forms. ACTION: The DoD CPARS Guide will show the html (data element) views of the forms.

1015   Break

1030   Use of Hardcopy Forms – (Ms. Doreen Powell, NSLC, Mr. Steve Eisenbrey, NSLC)
It was brought to the Board's attention that there are still Commands who have not adopted the CPARS automated workflow and are using the option to have the Focal Point input a completed hard copy form. In order to encourage adoption of the automated workflow, the Board decided that the functionality for inputting completed evaluations should be removed from the application. ACTION: NSLC will remove the Focal Point's ability to input completed evaluations in conjunction with the Apache Tomcat release. ACTION: NSLC will provide a monthly notice to Focal Points and Senior Command Officials (cparb) stating that the functionality for inputting hard copy forms is going away. ACTION: Closer to the implementation date, NSLC will post a notice to the logon screen informing users that the ability to input a completed CPAR will no longer be available.

1100   CPARs With No Contractor Response – (Mr. Mike Canales, DPAP (via phonecon on 11/27/06), Ms. Doreen Powell, NSLC)
The Board was asked to address the question of whether CPARs with no contractor response still require a Reviewing Official. Both sides of this issue were discussed, and the Board decided that, in the interest of caution, a Reviewing Official is required to ensure that the evaluation process was fair. No changes to the CPARS application are needed.

1115   OFPP Guide for Contractor Performance in the Acquisition Process – (Mr. Ed Marceau, NSLC)
The Office of Federal Procurement Policy (OFPP) Guide "Contractor Performance in the Acquisition Process" has been posted to the Federal Register for comment. A subgroup has been formed to provide CMB consolidated comments on the draft Guide. Subgroup members include Ed, Doreen, Heidi, Linda, Berry, Nina, Marilyn, Camille, and Juan. ACTION: Ed will provide an electronic copy of the Guide to the CMB. ACTION: The subgroup will provide comments on the Guide by the end of December.

1130   Lunch

1230   Demonstration of New Release Enhancements – (Mr. Steve Eisenbrey, NSLC, Mr. Ted Hohman, NSLC)
Several new enhancements to the CPARS application were demonstrated including the FPDS-NG interface, the option for Senior Command Officials (cparb) to retrieve evaluations by DoDAAC in ACASS/CCASS, auto-population of signature blocks, the option to have up to three alternate Focal Points, and automatic emails to users when access is assigned.

1315   Distribution of Proposed Enhancements List
Discussion of new enhancements was deferred until the next CMB meeting.

1330   Break

1345   PKI Update – (Ms. Doreen Powell, NSLC)
As of November 1, 2006 all DoD and Contractor CPARS users are required to have a PKI certificate; there are no waivers or exceptions. Federal users are not required to have a PKI certificate at this time because the Federal PKI process is still in development and is on a different implementation schedule. Contractors will need to purchase one certificate for each person/computer that will be accessing CPARS. Certificates must be purchased through a DoD-approved External Certificate Authority (ECA), are good for one year, and cost about $100. In order to provide CPAR comments, contractors must follow the process of using a DoD PKI certificate. There are difficulties for some foreign contractors wishing to obtain certificates as contractors from many countries will have to provide a U.S. Government point of contact to the ECA in order for a certificate to be issued. In the case of foreign contractors, comments can be provided in hard copy and then entered by the CPARS Focal Point (accessing CPARS under a contractor account). ACTION: The emails to users notifying them that they have been granted access by the Focal Point will be modified to note that a PKI certificate is required to access CPARS. ACTION: Nina will provide a sample template notifying the contractor that they are subject to the CPARS process, that they must provide points of contact, and that the process will require PKI. NSLC will post the template as a Best Practice. ACTION: Harry will provide a list of PKI frequently asked questions for the web site.

1400   FY07 Initiatives: Apache Tomcat and Application Rehosting – (Mr. Ed Marceau, NSLC)
The CPARS application will be converted to Apache Tomcat, which is open source software. This will require a complete retest of the application, which is expected to take six months. The CPARS application will be frozen with no additional enhancements deployed until after the retest is complete. CPARS currently operates on a legacy network, which is scheduled for shut-down by September 2007. Prior to shutdown, the application will be moved and rehosted at NSLC's Pacific Detachment. In order for rehosting to be accomplished, the application must be deployed in Apache Tomcat. Performance improvement will occur as a result of rehosting.

1415   Training Update – (Mr. Ted Hohman, NSLC)
During FY06, NSLC has trained over 700 government and 350 contractor users. The two most recent onsite training seminars occurred at DISA, Falls Church and Scott Air Force Base. Online training classes have been almost tripled in order to accommodate the Army and DISA move to CPARS. The CPARS training presentations have been updated to reflect the new enhancements in the upcoming release, and additional slides for Focal Point training have been added.

1430   Break

1445   Objectives of DoD CPARS Policy Guide – (All)

1515   Outstanding Action Items – (All)

- **Compliance with Small Business Subcontracting Goals** – NSLC will develop a plan for incorporating compliance with subcontracting goals into CPARS. NSLC will review the FPDS-NG data feed to determine which fields can be captured to facilitate the enhancement such as business size, socio-economic plan, and whether a small business plan applies. Ms. Heidi Johnson, SAF/AQCP, will determine the procedures for updating the DD forms. ACTION: Heidi will check the status of the updated forms.

- **Performance Information Working Group –** Mr. Ed Marceau, NSLC, will distribute draft copies of the proposed guide to the CMB.

- **Recent Enhancements -** NSLC will provide the revised Focal Point letter to the CMB and all current Focal Points. Done. NSLC will incorporate the User List and Activity Log into the cpara and cparb status reports. Done.

- **Contractor Perspective –** Mr. Brad Gale, Lockheed Martin, outlined areas of concern from a contractor's perspective. The CMB will review Mr. Gale's comments and suggestions to determine if further action is required. CMB will report findings and recommendations to Mr. Gale and other interested industry representatives. ACTION: Mr. Gale's concerns will be addressed at the next Procurement and Quality Conference.

- **Suggested Enhancements –** NSLC will contact the users on those requests needing clarification and include them on the agenda for the next CMB. NSLC will review the approved enhancements for feasibility and priority and determine a plan for incorporating them into a future release. Mr. Ted Hohman, NSLC, and Ms. Heidi Johnson, SAF/AQCP, will develop verbiage to be added to the CPARS guides prohibiting distribution of CPARs via email. ACTION: This verbiage will be included in the DoD CPARS Guide. Mr. Hohman will develop verbiage for a "pop-up" when a Contractor Rep saves the CPAR to remind them to "Validate and Send to the Assessing Official." Action no longer required. Ms. Linda Lunn, SPAWAR, and Mr. Steve Swiger, SPAWAR, will provide examples of notifications sent to users explaining their action required in the workflow. Done and incorporated in to access authorization notification emails.

1530   Scheduling Next Meeting – (All)
The next CMB meeting will occur at the Procurement and Quality Conference.